

**BY ORDER OF THE COMMANDER
HOLLOMAN AIR FORCE BASE**

**HOLLOMAN AIR FORCE BASE
INSTRUCTION 65-101**



5 DECEMBER 2013

Financial Management

VICINITY TRAVEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Major Saida M. Hage)

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This publication implements Air Force Policy Directive (AFPD) 65-1, *Management of Financial Services*. The purpose of this instruction is to establish procedures for reimbursement of mileage or commercial costs for vicinity travel. This instruction applies to all military and civilian personnel of units assigned or tenant to Holloman. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, to 49th Comptroller Squadron Financial Services (49 CPTS/FMF), 490 First Street, Holloman AFB, NM 88330-8277.

SUMMARY OF CHANGES

This interim change establishes base procedures for local area patient travel reimbursements. Delete note under paragraph 2.1. as the 49th Medical Group no longer provides transportation to and from William Beaumont Army Medical Center. Members must obtain written approval from the 49th Medical Group Chief of the Medical Staff authorizing reimbursement prior to travel to this facility.

1. Terms Explained:

1.1. Vicinity (Permanent Duty Station). For the purpose of this instruction, the local area is defined as Holloman AFB, Alamogordo, La Luz, Tularosa, Ruidoso, Cloudcroft, White Sands Missile Range (to include all locations within the range), Las Cruces, Roswell, and El Paso, TX.

1.2. Vicinity (Temporary Duty Station (TDY)). As defined by the senior service commander at the TDY station. If the TDY is to a metropolitan area, the local area will be determined by the order approving official.

1.3. Authorized Approving Officials. Order issuing/approving officials (AFI 65-103, *Temporary Duty Orders*) are responsible for approval/disapproval of vicinity travel claims (Standard Form 1164, *Claims for Reimbursement for Expenditures on Official Business*).

1.4. Certifying Officials. Defined as personnel assigned to the 49th Comptroller Squadron authorized to obligate funds in the accounting system.

2. Administrative Procedures:

2.1. Permanent Duty Station. Before approving officials authorize the use of a privately owned conveyance or commercial transportation for vicinity travel, all means of government transportation must be exhausted. The original documentation of all approved requests will be uploaded into the Defense Travel Service (DTS) travel voucher or filed in the Travel Pay Section of the Financial Services Office to support reimbursement.

2.1.1. Patient Travel. The 49th Medical Group, Chief of Medical Staff is authorized to approve vicinity travel for patients referred to authorized civilian or other military medical facilities falling within the vicinity travel area described in paragraph 1.1. Authorization for patient travel must be obtained from TRICARE prior to commencing travel. The patient should also visit TRICARE prior to the appointment to obtain a medical proof of appointment form for signature by the referred provider. After the appointment, the patient should complete a local voucher through the DTS, upload the signed medical proof of appointment form, and route the voucher through the Medical Group. For overnight appointments, a copy of the medical authorization form from TRICARE and completed medical TDY request must be submitted to TRICARE prior to the appointment. After the appointment, the patient should complete a travel voucher through DTS, upload signed proof of appointment and lodging receipts, and route the voucher through the Medical Group.

2.2. Temporary Duty Station:

2.2.1. Under normal circumstances, transportation requirements around a TDY location should be anticipated and directed in the TDY orders. If unforeseen situations occur that require TDY personnel to use their privately owned conveyance or to purchase commercial transportation, reimbursement for this travel may be approved after-the-fact at the discretion of the orders issuing/approving official. In this case, it may be approved on the DTS travel voucher or on a DD Form 1351-2, *Travel Voucher or Subvoucher*, blocks 26, 27, or blocks 21a, b and 30 using generated DD Form 1351-2.

2.2.2. It is the responsibility of the order issuing/approving official to verify TDY situations, amounts claimed, and the non-availability of government transportation at the TDY site.

ANDREW A. CROFT, Colonel, USAF
Commander, 49th Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 65-1, *Management of Financial Services*, 1 July 1996

Adopted Forms

AF Form 616, *Fund Cite Authorization (FCA)*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1351-2, *Travel Voucher or Subvoucher*

SF 1164, *Claims for Reimbursement for Expenditures on Official Business*

Abbreviations and Acronyms

49 CPTS/FMF—49th Comptroller Squadron Financial Services

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TDY—Temporary Duty Station